

NAME \_\_\_\_\_ ADM NO. \_\_\_\_\_ CLASS \_\_\_\_\_



**FOCUS A365**  
A M A N Y A M F R A N C I S E . C O M P R O D U C T I O N

**451/2**  
**COMPUTER STUDIES**  
**Paper 2**  
**(PRACTICAL)**  
**2022**  
**2 ½ hours**

**END OF TERM ONE 2022 EVALUATION EXAMINATION**  
**Kenya Certificate of Secondary Education**  
**COMPUTER STUDIES**  
**Paper 2**  
**2 ½ hours**

**Instructions to Candidates**

- 1. Type your name and index number at the top right hand corner of each printout.*
- 2. Sign and write the date of the examination below the name and index number on each printout.*
- 3. Write your name and index number on the compact disks.*
- 4. Write the name and version of the software used for each question attempted in the answer sheet.*
- 5. Passwords should not be used while saving in the compact disks.*
- 6. Answer all the questions.*
- 7. All questions carry equal marks.*
- 8. All answers must be saved in your compact disks.*
- 9. Make a printout of the answers on the answer sheets provided.*
- 10. Hand in all the printouts and the compact disks.*
- 11. This paper consists of 4 printed pages.*
- 12. Candidates should check the question paper to ascertain that all pages are printed as indicated and that no questions are missing.*

1. (a) Using a word processor, type the letter as it appears below and save it as **MOKASA.DOC** (17 marks)

P.O. BOX 689-00200  
NAIROBI  
TEL: 020-678-890  
EMAIL: quickserve@quicksolve.org

Saturday 10<sup>th</sup> March, 2018.

<<First Name>><<Second Name>>,  
P.O. BOX <<Address>>,  
<<TOWN>>.

Dear <<Title>><<Second Name>>,

**RE: INVITATION FOR INTERVIEW**

Following your application for a position of Systems Engineer at Quicksolve Solutions through the advertisement published by our organisation in the May 3<sup>rd</sup> edition of the Daily News and I believe that you have the necessary credentials for this role.

We look forward to seeing you.

Yours truly,

Ashok Saini  
**Human Resource Manager**

- (b) Create the Logo in the figure below and position it in the middle at the top of the document. Group the objects. (5 marks)



- (c) (i) Insert the following table of salary scales for different posts of Quicksolve solutions, after the last paragraph. (3 marks)

<b>Position</b>	<b>Salary</b>
Systems Engineer	120,000
Network manager	110,000
Operations manager	85,000
Control clerk	43,500

- (ii) Perform the following formatting options on the table: (4 marks)
- Table borders: Double line
  - Shading: First row
  - Text orientation of column headings: 90°
  - Toggle the Text case for the column headings

- (iii) Calculate the TOTAL and AVERAGE salary for the positions in the table respectively. (2marks)

- (d) The table below shows details about the shortlisted candidates for the position advertised. Create a data source to store information in the table and save it as **App\_List**. (8 marks)

<b>Title</b>	<b>FirstName</b>	<b>SecondName</b>	<b>Address</b>	<b>Town</b>
Mr	John	Wick	639	Kibra
Mr	Mark	Odinga	144	Nairobi
Mrs	Anne	Kamau	889	Nairobi
Mrs	Mary	Amandi	7654	Nakuru

- (e) Using mail merging, merge the files **MOKASA.DOC** and the **App\_List** and save the document as **MERGED**. (6 marks)
- (g) Insert page numbers to the bottom of page in the merged document saved in (f) above, using format **page x of y**. (2 marks)
- (g) Print the following: (3 marks)
- i. MOKASA.DOC;
  - ii. App\_List;
  - iii. John and Anne documents from MERGED;

2. The table below shows the admitted students in a certain institution. Study it and answer the questions that follow;

Adm_No	Name	Receipt_No	Year of study	Faculty	Total Fees	Amount Paid
209/001	Maloi	0001	1	Computer	35000	20000
209/002	Akinyi	0006	3	Science	30000	25000
209/003	Nduta	0009	2	Agriculture	32000	30000
209/005	Rop	0010	1	Engineer	35000	15000
209/006	Mutual	0101	5	Computer	35000	13000
209/007	James	0111	4	Science	30000	17000
209/008	George	0121	2	Computer	35000	16000
209/009	Jane	0123	3	Science	30000	26000

- Create a database file that can be used to store the above data. Name the file **Admissions**. (1 mark)
- Split the table into two tables named **Student Details** and **Receipt**. In each table choose the appropriate fields and data types (7 marks)
- Set appropriate primary keys and create a relationship between the two tables. (2 marks)
- Design an input screen to be used to enter data into each of the two tables and enter the data into the tables. (15 marks)
- Between **Adm\_No** 209/003 **Adm\_No** 209/005 is an omitted record **209/004**. Insert a new row in between the two records then enter the record below (2 marks)

Adm_No	Name	Receipt_No	Year of study	Faculty	Total Fees	Amount Paid
209/004	John	0124	4	Engineering	35000	8000

- Create a query to calculate the fee balance per student. Name it **Fee balances**. (2 marks)
- The total fees was increased by 10% in the new semester, create a query to calculate the total amount of fees to be paid by each student in the New Year. Name it **New Fees**. (4 marks).
- Create a query to Sort all records of students as per the faculty in ascending order. Name it **Faculties**. (2 marks)
- Create a query to extract records for all students in the faculty of computer and students whose names start with "M". Name it **Comp\_students**. (2 marks)
- Create a well labeled chart to display the Name and New fees to be paid by each student and save it as **Chart**. (5 marks)
- Create a report named '**Student Statement**' showing the payment history and calculate the **Total Amount paid** by all students and the **Total Balance**, including the following fields: **Adm\_No, Name, and Faculty**. Give a suitable title for your report. (4 marks)
- Print; (4 marks)
  - The two tables
  - All the queries
  - Chart
  - Report